

2003 YAF Sample Evaluation Packet and Instructions

By now we hope you are well on your way to finalizing your proposal and getting ready for evaluations. I would like to share some information that should assist you in preparing for evaluations and hopefully answer any questions you might have. As always, please feel free to contact your IAC Project Manager for assistance.

Funds Available

Funds allocated to YAF are divided equally among three categories. The chart below provides information on funds requested and estimated funds available for this grant round.

YAF Category	Number of Projects	Funds Requested	Estimated Funds Available
Improving	30	\$1,675,436	\$700,000 - \$765,000
Maintaining	31	\$ 665,964	\$700,000 - \$765,000
New	33	\$3,400,667	\$700,000 - \$765,000
Total	94	\$5,740,567	\$2,100,000 - \$2,295,000

Significant Deadlines

2003	Event
December 5	Technical Completion Deadline <i>By the technical completion deadline <u>all</u> application materials must be complete and in IAC's office.</i>
December 5	Evaluation Packets Due to IAC
2004	
January 12 – 30	Evaluation Period
March 1	Certification of Matching Share
April 1 - 2	IAC Board Meeting – Grants Awarded
April 14 - 15	Successful Applicant Workshops

Evaluations

The next step in the Application Process is for you to prepare responses to the evaluation criteria that will be used to rank the projects. The questions are in IAC Manual #17, *Youth Athletic Facilities Program*, beginning on page 15.

IAC uses a competitive evaluation process for all projects. Applicants submit written responses to the evaluation questions. These responses, along with other application materials [*noted below*], are given to the YAF Advisory Committee. Your evaluation packets must be turned in to IAC by **December 5**, the technical completion deadline.

Each evaluation packet (per project) you produce consists of the following items:

Evaluation Packet Elements	Who Produces Item
1. Cover Page	Applicant
2. Project location map(s)	Applicant
3. Project service area map(s)	Applicant
4. Visuals (up to two pages of photos or other graphics)	Applicant
5. Evaluation question responses (with attachments – see questions #1 through #6)	Applicant
6. Attachments (for Evaluation Questions)	Applicant

The YAF Advisory Committee will receive all of the above items plus a Project Summary and Cost Estimate [*generated by IAC Staff*] for every project in each grant category. These are the **only** materials they will have to score your project. To help ensure a standard assembly, we have produced a sample project to illustrate an evaluation packet. And, we have included some additional details i.e., updates from information in the *Application Manual, 5y, Youth Athletic Facilities Program*.

Your answers to the evaluation questions are *extremely* important. Before submitting the responses, please double check that you:

1) Use only white 8.5" x 11" paper
2) Use one-inch margins on the left and right hand side of the paper
3) Use a 12 point font such as Arial or Times Roman
4) Collate and paper clip the packets (NO STAPLES, 3-HOLE PUNCH, OR BINDER)
5) Make sure the Cover Page has the IAC Project #, Project Name, Project Sponsor
6) Assemble materials in this order:
o Cover Page
o Regional Location Map
o Site Location Map
o Service Area Map
o Master Plan (Development Projects) [<i>optional</i>] / Parcel Map (Acquisition Projects) [<i>required</i>]
o Site Plan (Development Projects) [<i>required</i>] / Conceptual Plan (Acquisition Projects) [<i>required</i>]
o Visuals (Maximum of two single-sided sheets)
o Written Evaluation Question Responses, #1-6 with Attachments
▪ Typed or printed answers are preferred – hand-written answers are accepted only if the writing is legible
▪ Include the applicant name, project name, and date at the top of each page
▪ Include the question number, title, and question before each response
▪ Answer each question separately.
▪ Limit each response to no more than one side of an 8 ½ x 11-inch page. <i>Short replies may be grouped on a single page as long as the format is maintained.</i>
▪ Answer questions #1 - 6 and provide requested attachments
▪ Submit 11 copies by the Technical Completion Deadline – December 5
If possible, everything behind the Cover Page should be copied double sided. This is an additional request for efficiency and to help us reduce the bulk of materials sent to evaluators.

In the Sample Evaluation Packet that follows the boxes drawn around the maps and questions indicate a single sheet of paper. The actual number of pages may vary by type of proposal and attachments submitted---there is no proscribed total number of pages.

IAC # 00-1111D

Hometown Fields Lighting Project

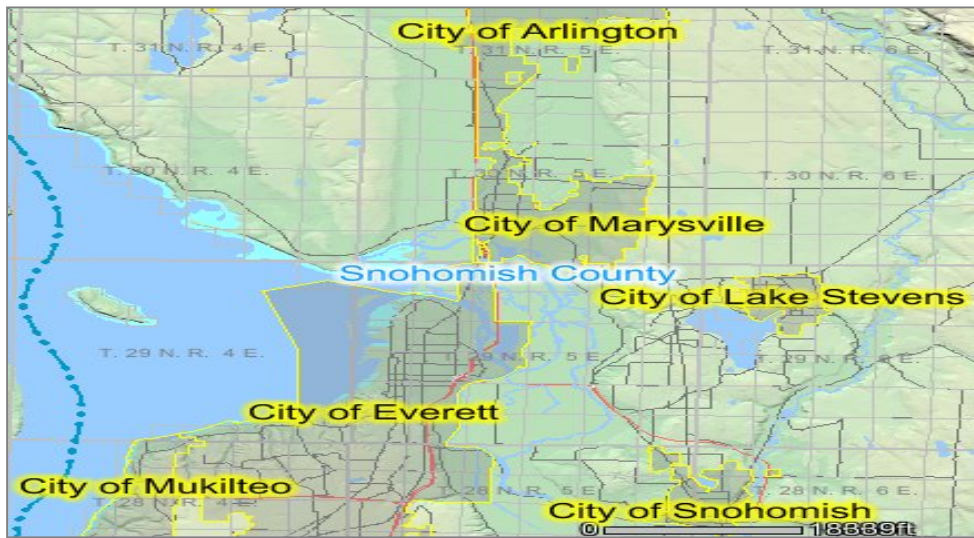
Hometown Parks and Recreation Department

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Hometown Parks Dept

Hometown Field Lighting

11/20/03



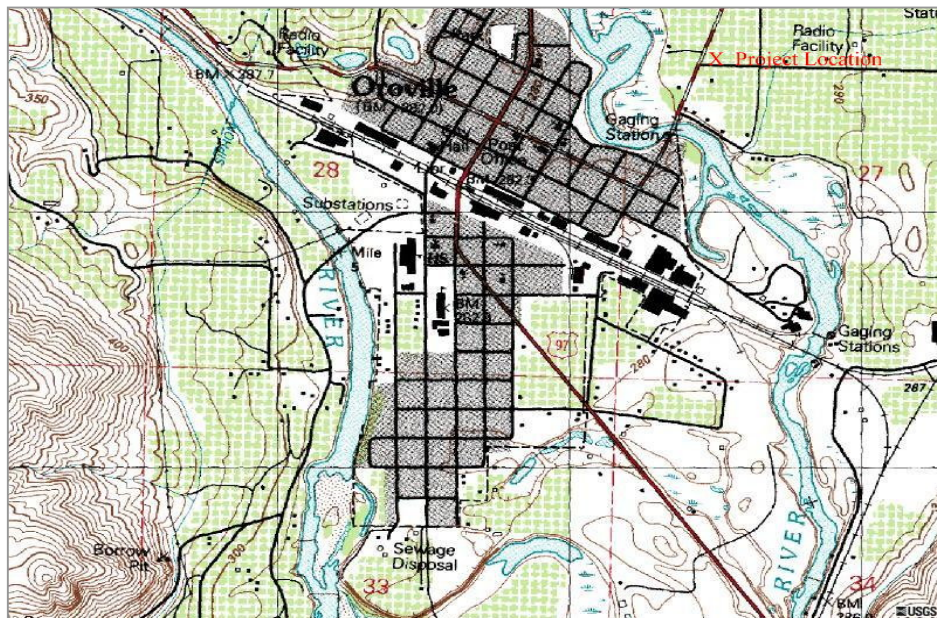
Regional Map

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Hometown Parks Dept

Hometown Field Lighting

11/20/03



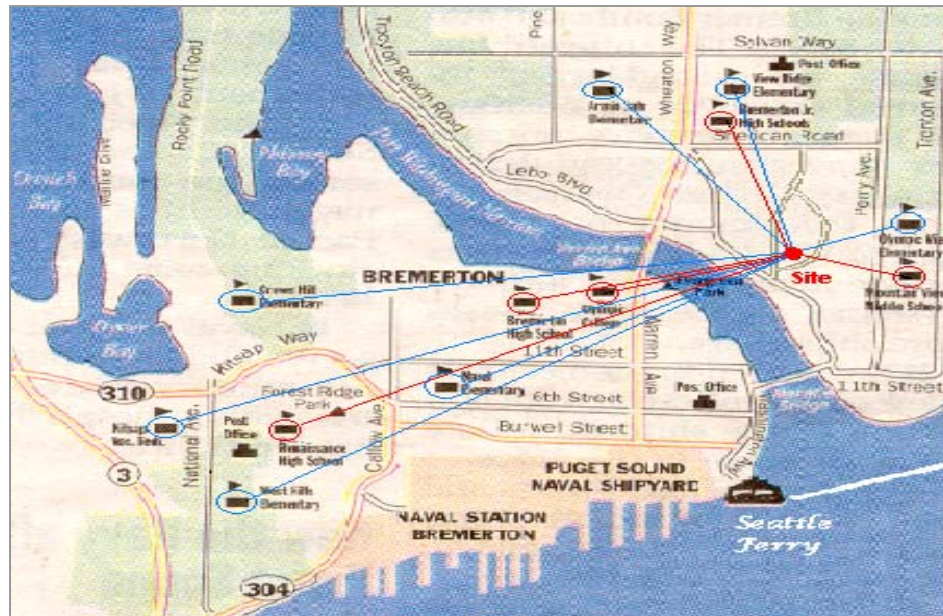
Site Location Map

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Hometown Parks Dept

Hometown Field Lighting

11/20/03



Service Area Map

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Hometown Parks Dept

Hometown Field Lighting

11/20/03



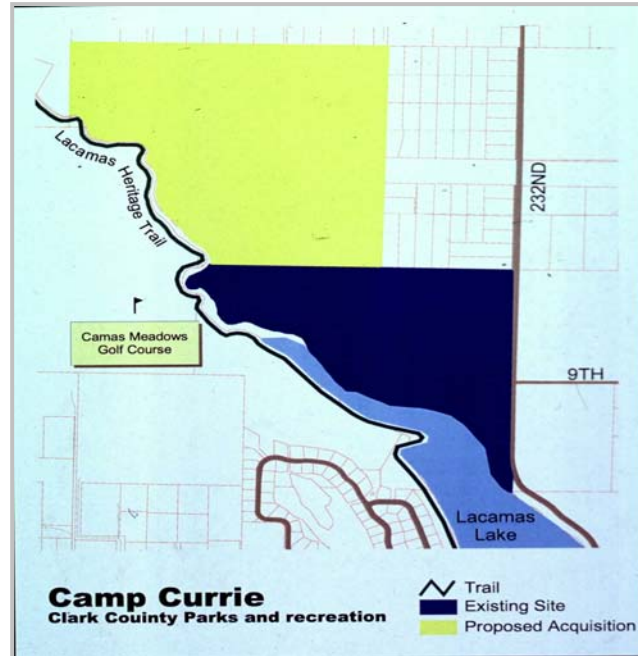
Master Plan

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Hometown Parks Dept

Hometown Field Lighting

11/20/03



Parcel Map (Acquisition Projects)

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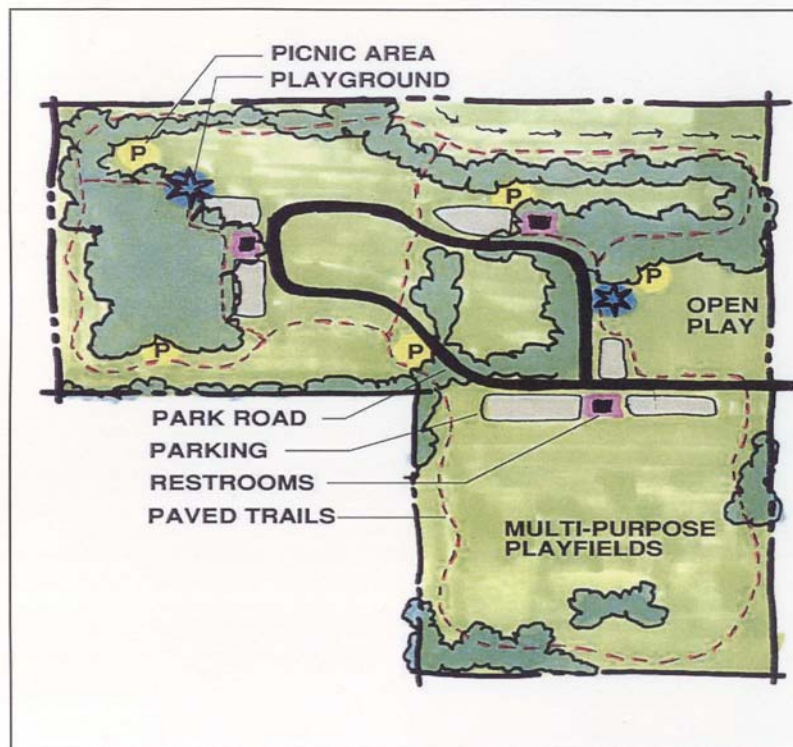
Hometown Parks Dept

Hometown Field Lighting

11/20/03



Site Plan (Development Projects)



HOCKINSON PARK
Schematic Plan

Conceptual Plan (Acquisition Projects)



Your Caption Here



Your Caption Here

Visuals

1. NEED. WHAT IS THE COMMUNITY'S NEED FOR NEW OR IMPROVED ATHLETIC FACILITIES?

Our community needs to add lighting to its baseball, youth soccer fields so that we can play more hours of the day, and accommodate more teams throughout the year. Although our Hometown population is only 5500 people, we serve as a regional facility for three leagues in our county. Etc. etc. etc.....

See Attachment A-1, Hometown Population of Youth Field Activities, Soccer, T-B all etc.

2. COMMUNITY PRIORITIES. WHAT EVIDENCE IS AVAILABLE TO SUPPORT THE PROJECT AS A COMMUNITY PRIORITY? HOW WELL DOES THE COMMUNITY SUPPORT THIS PROJECT?

We have tried to support a growing adult soccer league on our community fields. However, because of youth play needed during daylight hours we have been forced to move the adult leagues to the evening time. Without lighting we cannot accommodate the exponential growth of interest in this activity.

Etc. etc. etc.....

See Attachment A-2, Hometown CIP from our Hometown Parks Plan, Letters of Support from local non-profit service organizations

3. AVAILABILITY. UPON PROJECT COMPLETION, WHAT IS THE ANTICIPATED AVAILABILITY OF THE FACILITY DURING A CALENDAR YEAR?

NAME ▼	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Example: <i>Recreation League baseball</i>						X	X	X				
JONES SOCCER TEAMS				X	X							
ALTRUSA T BALL LEAGUE						X	X	x	X			
HIGH SCHOOL SOCCER				X	X	X	X	X	X			

The soccer league has priority on our current fields. With lighting we will be able to extend the adult league soccer and allow for more games and consequently more participants. The last few years we have been unable to accommodate the growth in adult activities. Our youngest members doing the T-Ball leagues cannot be displayed during mid-day hours---they cannot play in the evening.

Etc. etc. etc.....

4. FACILITY MANAGEMENT. DOES THE APPLICANT HAVE A PLAN FOR THE LONG-TERM MAINTENANCE AND OPERATION OF THE FACILITY?

Hometown has an active Rotary and Lions Clubs that work hard to make the community fields available year round. Through their fund raising efforts they have been able to provide match dollars for this project as well as signing a multi year agreement to mow and strip the fields each new spring season. They have been active organizations in our community since 1957. Hometown has won three championships regionally for their soccer youth.

Etc. etc. etc.....

See Attachment A-4 Hometown Management Plan for Community Fields

5. READINESS TO PROCEED. HOW SOON AFTER THE GRANT IS APPROVED CAN THE PROJECT BEGIN?

Development	Estimated date of completion
Planning (A&E) documents	12/01/2004
Secure permits	09/01/2004
Issue bids	03/01/2005
Begin construction	05/01/2005
50% completion	07/01/2005
90% completion	09/01/2005
Complete project	11/30/2005
Final billing to grant (if awarded)	01/31/2006

We have secured the permits to begin this project. We will soon be finalizing the planning documents.

6. PARTNERSHIPS. DOES THE APPLICANT HAVE PARTNERS THAT BRING **MEASURABLE VALUE** TO THE PROPOSED PROJECT?

Hometown has signed agreements with local service clubs to mow and stripe the fields for each coming season.

Etc. etc. etc.....

See Attachment A-6, Service Club Agreements

A-1. Population of Youth Field Activities—Soccer, T-Ball, and Youth Baseball

Number of Participants in Active Sports Activities

Sport Activity	1985	1990	1995	2000	2005 (<i>estimated</i>)
<i>Males</i>					
Soccer	450	675	690	767	890
T-Ball	85	125	145	160	225
Youth Baseball	210	275	390	478	667
<i>Females</i>					
Soccer	Etc.				
T-Ball	Etc.				
Youth Baseball	Etc.				

A-2. Hometown CIP from 2001 Parks Plan

Priority	Project Name	Funding Year				
		2003	2004	2005	2006	2007
1	Hometown Fields Lighting	\$35,000				
2	Backstops for Fields		\$25,000			
3	Harvey Swimming Pool			\$300,000	\$700,000	
4	Jones Boardwalk Trail					\$45,000
Approved by Council on August 27, 2001 by a vote of 5 to 0.						

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Hometown Parks Dept

Hometown Field Lighting

11/20/03

Attachment A-2, Letters of Support

September 15, 2003

Hometown Rotary Club

Dear Mayor,

The Hometown Rotary Club agrees to raise \$15,000 towards the Hometown Fields Lighting Project. This will include a donation of labor by the Quick Construction Company that has volunteered to install the light standards, etc.

Sincerely,

XYZ

00-1111D

Hometown Parks Dept

Hometown Field Lighting

11/20/03

Attachment A-2, Letters of Support

September 15, 2003

Hometown Lions Club

Dear Mayor,

The Hometown Lions Club agrees to raise \$10,000 towards the Hometown Fields Lighting Project. We have secured the services of an electrical company that will donate the lights and install them. We estimate this will take roughly 93 hours at an electrician's rate. Etc. etc. etc.....

Sincerely,

PDQ

Attachment A-4, Hometown Management Plan for Community Fields

**Hometown Management Plan
Hometown Community Fields**

**Approved by City Council
March 2001**

See pages 13, 16 – 19 regarding expanding hours and season at the Community Fields. Lighting will be the primary tool to accomplish this goal that allows expanded play time and types of activities on these fields.

Attachment A-6, Service Club Agreements

Rotary Club 2002 – 2005 and Lions Club 2002 - 2005

August 15, 2002

Hometown Rotary Club and Hometown Lions Club agree to a regular schedule of maintenance for the community fields. This participation will encompass at least 20 hours per week and will include the following tasks:

- Mark fields for play, according to activity
- Fertilize, mow fields on regular basis
- Etc
- Etc

Our participation will be for the three upcoming seasons and will be evaluated at the end of the year to ascertain any changes that might be needed.

Sincerely

Grand Poobahs